

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 23, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

***This meeting is being recorded and livestreamed through YouTube.
Anyone not wishing to appear on camera during the meeting may be excused.***

1. Call Meeting to Order

I, Scott Golden, President, call this meeting to order under the Open Public Meetings Act at 6:45pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 4, 2022, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 11, 2023 and the Central Record for a week starting January 11, 2023 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Brian Davis	<u>Present</u>	2012 / 2024
Mrs. Kimberly Reed, Vice President	<u>Present</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2024
Ms. Rebecca Allen	<u>Present</u>	2021 / 2023
Mrs. Kayla Hanna	<u>Absent</u>	2021 / 2023
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Mrs. Holly Murrenburke	<u>Present</u>	2020 / 2023
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</u>	2023 / 2025
Dr. Edythe B. Austermuhl, Superintendent	<u>Absent</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Lauren Tedesco, Board Solicitor	<u>Present</u>	

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4. Approval of Minutes

Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes of the January 26, 2023 and February 3, 2023 meetings as presented in duplicated form and dispense with the reading of the same.

Motion carried, roll call vote, all present voting “yes” for January 26, 2023 minutes.

Motion carried, roll call vote, all present voting “yes”, Holly Murrenburke, Rebecca Allen, Lisa Hill-Muff voting “abstain”.

5. Executive Session – In

Motion by Scott Golden, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues.

- Student Residency Hearing SID 4760632756
- HIB Review

Time in: 6:46pm.

Motion carried, roll call vote, all present voting “yes”.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

Motion by Brian Davis, seconded by Scott Golden to come out of Executive Session. Time out: 7:30pm.

Motion carried, roll call vote, all present voting “yes”.

7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

Presentations will be made for Student Role Models of Positive Behavior

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

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- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

***Students of the Month of January to be acknowledged from the
John F. Kennedy Elementary School:***

*Sophia Colella, Machlin Liberti, Gabriella Godbold, Talib Busby, Trinity Truluck, Sydney Connor, Caylee Coombs,
Raelyn Bakey, Patience Nunnenkamp, Quentin Allen, Austin Whitby, Caroline Ralston*

***Students of the Month of January to be acknowledged from the
Dwight D. Eisenhower Middle School:***

*Tracey Tellez Sorcia, No’auh Plaza, Alex Sobrado, Anna Mason, Ma’Ryah Watkins,
Logan Balducci, Makayla Santos, Jayden Devan*

8. Public Comments – Open

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
 - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
 - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by Scott Golden, seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 7:36pm.

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Brian Davis to close the meeting to the public. Time closed: 7:38pm.

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

1. Establishing high standards of excellence for both staff and students
2. Communicating openly and frequently within the district and with the community to foster a trusting relationship
3. Ensuring a safe and orderly environment for staff and students
4. Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

B. Review District & Board of Education Goals

2022 - 2023 DISTRICT GOALS

- **DISTRICT GOAL #1:** Continue to supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices and services. when applicable.

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- **DISTRICT GOAL #2:** Continue to supervise the implementation of the district PreK – 8 district curricula and programs to include the creation of classroom for special education students, the move of 4th grade to JFK beginning Sept. 2022 and continue the implantation of Pre School expansion as per the NJ Dept. of Education requirements.

2022 - 2023 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process and the Board Self-Evaluation of the for the 2022-2023 school year by the June 30, 2023 deadline as described in NJ Administrative Code and Statute.
- **BOARD GOAL #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
- **BOARD GOAL #3:** Continue to work as a Board of Education to investigate ways to improve communication and interaction with district parents and the community.

C. Safety and Security – JFK –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	12/20/22 @ 2:15pm & 1/24/23 @ 2:46pm
Safety (Shelter in Place)	1/9/23 @ 1:45pm
Bus Evacuation	

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	1/18/23 @ 10:45am
Safety (Shelter in Place with Code Blue Team Response)	1/12/23 @ 1:45pm
Bus Evacuation	

E. Monthly Reports Uploaded to Portal for Review

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

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F. Harassment, Intimidation and Bullying (HIB) Incident Report

Reported to the Superintendent	School	Case Number	Result	Action
February 2, 2023	DDE	9493	HIB	Principal call to AA parent, creation of an intervention plan and counseling. Counseling for AV and students will be separated during the school day.
February 3, 2023	DDE	9481	Not HIB	Principal spoke to both parents about the situation; discussion with students and parents about relationships and boundaries.
February 21, 2023	DDE	9544	HIB	Principal spoke to parent of AV and AA re: comments made and their impact on the AV; Counselor followed up with AV and AA support and education; seats changed in class & teachers monitoring the interactions closely.
February 21, 2023	DDE	9545	Not HIB	Principal conference with AAs and parents; counselor working on mediation skills and inappropriateness of trash talking with AAs and AV; Principal reached out to AV parent.

G. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents:

Reported to the Superintendent	School	Case Number	Result	Action
January 4, 2023	DDE	9374	Not HIB	Code of conduct review, meeting with Principal, and parent discussions. Student to avoid each other, teachers notified Of issues, monitor situation, hall pass blocked.
January 5, 2023	DDE	9386 9390 9392 9498 9499 9500	HIB	Parent contact made by Admin to victims and witnesses, counseling for victims as needed, training, referral to Board of Education.

Motion carried, roll call vote, all present voting “yes”, Brian Davis voting “no” to 9374.

H. Discussion Items

Motion by Brian Davis, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following Bylaws/Policy first reading. *This document has been shared for Board review.*

Policy and Regulation 1330 – Use of School Facilities

Motion carried, voice vote, all present voting “yes”.

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I. Field Trips

Motion by Kimberly Reed, seconded by Rebecca Allen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following field trip:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
5	Molly Olcese	Cedar Run Wildlife Refuge	4/18/23	\$11.00	\$0

Motion carried, voice vote, all present voting “yes”.

J. Motion by Kimberly Reed, seconded by Scott Golden to approve the following recommendation:

The Board has determined that the student (SID# 4760632756) does not satisfy the eligibility requirements set forth in Title 18A of the New Jersey Statutes, N.J.S.A. 18A:38-1 *et seq.* for attendance in the Berlin Township School District. Specifically, the Board has found that the Student is not domiciled within the Berlin Township School District. As such, the Student is not entitled to free education in the Berlin Township School District.

Motion carried, roll call vote, all present voting “yes”.

11. Personnel

a. Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Date
William Castone	Girls’ Basketball Coach	\$813.12 (33%)	1/13/23
Mary Jo Kolaski	8 th Grade Activities Co-Coordinator	\$724.36 (56%)	1/13/23
Matthew Jenkins	Long Term Physical Education Substitute	\$86,401, MA/Step 15, prorated	3/13/23-on or about 6/20/23

Motion carried, roll call vote, all present voting “yes”.

b. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below

- Timothy VanCuren, effective February 20, 2023

Motion carried, roll call vote, all present voting “yes”.

c. Motion by Brian Davis, seconded by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve tuition reimbursement as per BTEA negotiated agreement for the following staff:

- Maureen Gardner in the amount of \$530.50
- Elizabeth Tully in the amount of \$1000.00

Motion carried, roll call vote, all present voting “yes”.

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- d. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept Debra Mceneaney to participate as a cooperating teacher to Ms. Jennifer Virelli in the area of K-12 special education from March 2023 – May 2023.

Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff as mentors:

- Renae Borgstrom to serve as a mentor for Erin Papeika
- Cheri Garton to serve as a mentor for Jessica Capone

Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

- A. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2023 NJSLA State Testing Security Plan. *This document has been shared for Board review.*

Motion carried, roll call vote, all present voting “yes”.

13. Business and Finance

Financial Report – Period Ending January 2023

Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of January 2023. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of January 2023. The Treasurer’s and Secretary’s report are in agreement for the months January 2023.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10(c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Megan Stoddart, Business Administrator

Date

Motion carried, roll call vote, all present voting “yes”.

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- E. Motion by Keith Jones, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfers:

FROM: 11-000-100-566-D	Tuition, Handicap/Private	\$165,000
TO: 11-000-219-390-D	CST, Prof Services	\$165,000

REASON: Re-allocation of funds to provide related services to students that were moved to in house placements from out of district placements.

Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number	55	Amount \$918,773.49 (revised)
Batch number	56	Amount \$852,583.93

Motion carried, roll call vote, all present voting “yes”.

- G. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 2023 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$139.65
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$69.82
Full Day Building Based Substitute Teacher	\$159.60
Half Day Building Based Substitute Teacher	\$79.80
Full Day Paraprofessional	\$126.35
Half Day Paraprofessional	\$56.53

This list was uploaded for the board review.

Motion carried, voice vote, all present voting “yes”.

- H. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 Cafeteria disbursements for the month of January, 2023 in the amount of \$ 85,021.44. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

Motion carried, roll call vote, all present voting “yes”.

- I. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 CARE disbursements for the month of January, 2023 in the amount of \$ 71,346.65. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

Motion carried, roll call vote, all present voting “yes”.

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- J. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the travel/professional development for the following staff members:

Name	Cost	Location/Date of Travel	Expense Amount
Danielle Mckelvey-Teti	\$149.00	Writing Useful IEP’s/3-3-23	\$149.00
Marilyn Bright	\$0	NJPSA/FEA: Legal One/3-28-23	\$0
Jessica Silverman	\$95.00	IXL Live/4-4-23	\$95.00

Motion carried, roll call vote, all present voting “yes”.

- K. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2022-2023 school year:
Motion carried, roll call vote, all present voting “yes”.

Kingsway Learning Center:

SID# 8351785893, Grade 4 special education student, attend for ESY from July – August 2022 at a daily rate of \$180.00 for a tentative tuition charge of \$5,400.00

14. Old Business

Financial Disclosure Forms – School Ethics Commission

15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – budget passed; received 1.9 million grant for mental health.

Pine Hill Bd of Ed – working on their strategic plan; next meeting is 3/8/23.

CCSBA

Scott Golden – brought up about sports banners in community; board would like to explore purchasing banners.

Kimberly Reed – discussed that we are in the middle of a superintendent search; did explain shared services with Sending service district; declined by Pine Hill due to relatively new superintendent.

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed.

Public participation shall be governed by the following rules as per Regulation 9322:

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- F. The presiding officer may:
 - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
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 - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
 - D. Call for a recess or an adjournment to another time when the lack of public decorum so interfere with the orderly conduct of the meeting as to warrant such action; and
 - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

Motion by Kimberly Reed, seconded by Keith Jones to open the meeting to the public for the discussion of subjects. Time in: 7:57pm.

Public in Attendance

Tammy Phillips, C. Mason, Quinereah Streater, Rikki Thorton, Abrielle Thornton

Rikki Thorton – 115 Cushman Avenue, West Berlin: Discipline system not taken seriously; favoritism; feel some situations are taken too lightly. Bullying & harassment being swept under the rug. No call received last week from Mrs. Bright. Students were interviewed but came back laughing and making fun of situation; don’t think boys learned anything. Happening to others; students getting touched.

Abrielle Thornton – DDE: Received misconduct; called monkey, prostitute, doesn’t want to come to school; uncomfortable in environment; got in more trouble than aggressor. Suffered for 4 years, mental health has suffered. 2/1/23 – should be school wide; on a Wednesday, student called prostitute for wearing a skirt.

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 8:06pm.

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18. Adjournment

Motion by Kimberly Reed, seconded by Scott Golden to adjourn the meeting. Meeting adjourned: 8:06pm.

Megan Stoddart, Business Administrator

Date